Basic F-1 Instruction

Deb Voight, Certification Specialist,
International Student Advisor and PDSO
Northwestern College

Agencies and Terms

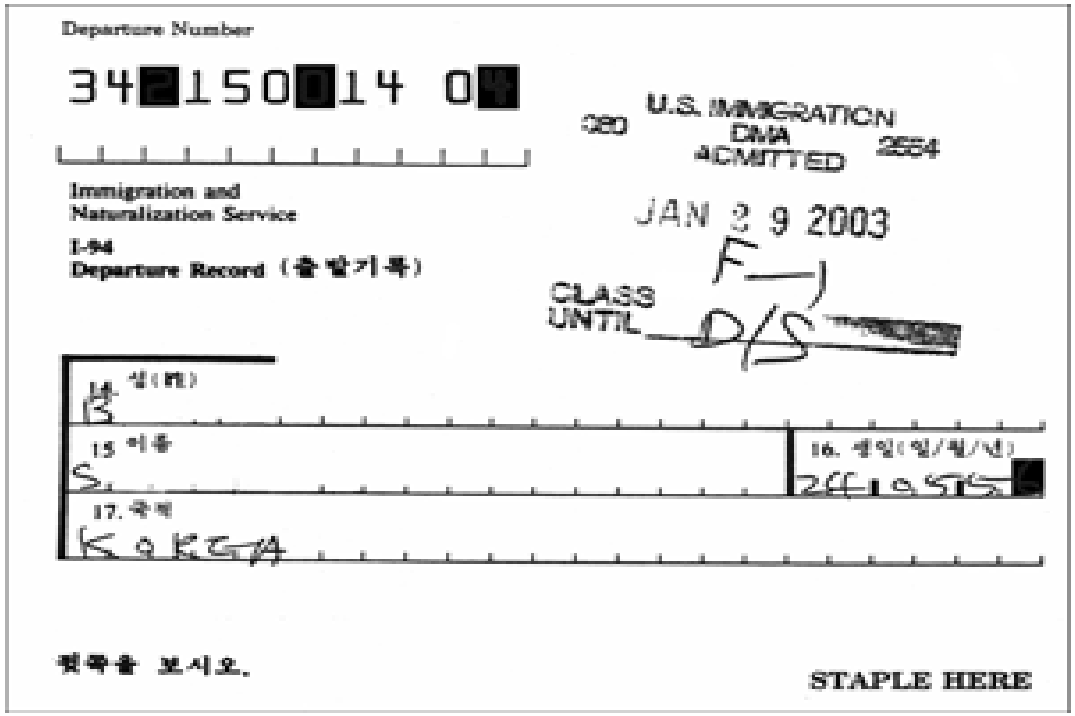
- F-1 and M-1 International Students
- SEVP – Student and Exchange Visitor Program
- SEVIS – Student and Exchange Visitor Information System
- DSO/PDSO – Designated School Officials

Admission to the U.S. in F-1 Status

- Required Documents
  - Passport valid for at least 6 months
  - F-1 visa, unless exempt from visa requirements
  - Evidence of financial support
  - Form I-20, properly signed by DSO and by the student
  - Proof of having paid the SEVIS fee (if applicable)
- Form I-515A
- Procedures
  - Immigration official reviews documents
  - Photograph and digital fingerprints
  - Issue Form I-94 (Arrival/Departure Record)
  - SEVIS update of Students in Initial Status with Port of Entry

Issuance of Form I-94

- Date
- Place of entry
- Status as F-1
- Admission Number
- Period of Admission



Student's First Steps at School

1. Report to School
2. Bring documents to Registrar's Office Passport, Visa, I-20, I-94
3. Report U.S. address to PDSO/DSO
4. DSO will update Student & Exchange Visitor Information System (SEVIS) record
5. Work with C-GRACE to obtain Social Security card, MN ID or driver's license
6. Work with Human Resources for job placement on campus

Maintaining Status

- Full Course of Study
  - Exceptions – initial difficulty with language, reading, American teaching methods; improper course level placement; illness/medical condition; final semester; PT border commuter student
  - Annual vacation exemption
  - Employment/Practical Training
  - Concurrent enrollment in two F-1 schools
- Academic Progress
  - GPA Standards

EMPLOYMENT OPPORTUNITIES

Remain in Status

Acceptable Employment

- On-campus "student worker"
- Authorized – severe economic hardship
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
  12 month total/education level

Out of status

Unacceptable Employment

- Off-campus employment at any place of business
- Babysitting, cleaning, odd jobs for cash

Practical Training

- Practical Training = temporary employment to gain practical experience in field of study
  - Not available for students in English language training program
  - Limited to college, university, conservatory, or seminary students
  - Must have been "lawfully enrolled on FT basis for one full academic year" before starting.
  - Student may apply after 9 months of full time study

1. Curricular Practical Training (CPT)
   - Internship, practicum, work/study program
2. Optional Practical Training (OPT)
   - Pre-completion
   - Post-completion
   - 17 month extension for certain STEM degree holders

CPT

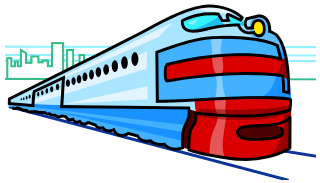
- Integral part of an established curriculum
- 1 FT academic year completed
- During program
- Limit - 12 months/end of program
- Specific employer, location, time
- Part-time has no effect on OPT
- 12 months FT CPT eliminates OPT
- Maintain FT course of study
- DSO authorizes – no adjudication

OPT

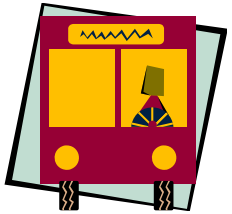
- Directly related to area of study
- 1 FT academic year completed
- During (pre-completion) or after (post-completion) program
- Limit -12 months total (except STEM) per education level
- Any employer
- 20 hrs/pre-completion; 20+ hrs post-completion
- I-765 Application/Fee – 90 days - requires adjudication

17-Month STEM OPT Extensions

- STEM = Science, Technology, Engineering, Mathematics
- Apply for one-time extension- prior to end of OPT
- Extension of post-completion OPT (total 29 months)
- Eligibility
  - Employer registered in E-Verify, report termination to DSO
  - Student makes periodic reports to DSO
- STEM Designated Degree Program List : Actuarial Science; Computer Science Applications; Engineering; Engineering Technologies; Biological and Biomedical Sciences; Mathematics and Statistics, Military Technologies; Physical Sciences; Science Technologies; Medical Scientist



Travel



- In the U.S.
- Out of the U.S.
- Summer Break/Temporary Absence
- Study Abroad/Graduate Research Abroad
- Home at end of Study or OPT
  - 60 day grace period
  - Documents needed: Passport/Visa, I-20 (all), I-901 Fee payment receipt, I-94

School Certification

- Certification entails a great deal of responsibility for monitoring, tracking, reporting, and recordkeeping of nonimmigrant foreign students.

- Certified schools are responsible for ensuring international students are maintaining lawful nonimmigrant status and reporting information on those students to SEVP, through SEVIS, when they are not maintaining lawful nonimmigrant status.

Reporting/Registration

- Recordkeeping
  - copies of the student's application and acceptance letter
  - financial verification documents,
  - I-20s, visa, passport, I-94,
  - pertinent correspondence
- Records must be kept for at least three years after the student is no longer pursuing full course of study.
- Schools must make information and documents , including the academic transcript, available to DHS upon request.

Updating Forms in SEVIS

- School – Form 1-17
  - Change of school name, address, curriculum, ownership, accreditation, facilities, P/DSO
- Student – Form I-20
  - Enrollment – each term
  - Change of Program/Level
  - Change of legal name or U.S. address
  - Change of status
  - Change in program end date
  - Disciplinary action for criminal activity
  - OPT – change of employment
  - Transfer to another school

FORM I-17

OMB No. 1653-0038

U.S. Department of Justice
Immigration and Naturalization Service

Petition for Approval of School for Attendance by Nonimmigrant Student

START HERE- Please read instructions before beginning. Please type or print in black ink.

THIS SECTION IS TO BE COMPLETED BY THE SCHOOL. If more space is needed to answer fully any items on this form, use a separate sheet; identify each answer with the letter and number of the corresponding item and sign and date each sheet. Indicate that an item is not applicable with "N/A". If the answer is "none," please write "none." This application must be filed with the required evidence as noted below, be properly signed, and submitted with the correct fee.

To the Immigration and Naturalization Service:

1. Petition is made for approval, or continuation of approval, of the institution as a school for attendance by nonimmigrant alien students under (Complete as appropriate):
   a. ☑ Section 101(a)(15)(F) of the Act (academic and language students),
   b. ☐ Section 101(a)(15)(M) of the Act (vocational students),
   c. ☐ Both of the above sections of the Act.

2. Name of school:
   Northwestern College

3. Mailing address of school:
   3003 Snelling Avenue North
   Saint Paul, MN 55113-1598

4. This school is a:
   a. ☐ Publicly owned institution
   b. ☑ Private Institution

5. This school is engaged in:
   a. ☐ Private elementary school
   b. ☐ Private middle school
   c. ☐ Private high school (grades 9- 12)
   d. ☐ Public high school (grades 9-12)
   e. ☐ Vocational or technical education (other than high school)
   f. ☐ Flight training
   g. ☐ Language training
   h. ☑ Higher education (issuing one or more of the following degrees: Associate, Bachelor's, Master's, PhD)
   i. ☐ Other _____

6. This school's sessions are based on:
   a. ☑ Semesters
   b. ☐ Trimesters
   c. ☐ Quarters
   d. ☐ Other _____

7. Provide the date (month and day) registration begins for EACH session during a calendar year, including the summer session if your school has one. (Format mm/dd)

a.	04/02	f.	04/24	k.	08/03	p.	12/08
b.	04/10	g.	04/26	l.	11/22	q.	12/13
c.	04/13	h.	05/01	m.	11/30	r.	12/14
d.	04/20	i.	05/02	n.	12/04	s.	
e.	04/21	j.	08/02	o.	12/06	t.	

8. Date school was established:
   10/02/1902

9. Location of school: (if different from mailing address)
   3003 Snelling Avenue North
   Saint Paul, MN 55113-1598

10. Name and address of owner:
    Board of Trustees
    3003 Snelling Avenue North
    Saint Paul, MN 55113-1598

11. Petition is for:
    a. ☐ Initial approval
    b. ☑ Continuation of approval. Please complete the following:
       (i.) Date of original approval 12/16/2002
       (ii.) INS school code SPM214F00237000

Continued on next page

FOR INS USE ONLY

School Code 214F

Approval for attendance of students under:
1. ☐ Section 101(a)(15)(F) of the Act
2. ☐ Section 101(a)(15)(M) of the Act
3. ☐ Both of the above sections of the Act.

This Request is to:
1. ☐ Create a file.
2. ☐ Update a file.

Fee Stamp:

Action Stamp:

Received	Trans In
Ret'd Trans. Out	Complete

Remarks

12. The School operates under the following federal, state, local or other license or approval (if none, write "none"):
    MN Higher Ed Serv Office, MN Bd of Teaching, War Orphans Ed Assist Act, Vet Readjust Benefits Act

13. The school has been approved by the following nationally recognized accrediting association or agency (if none, write "none"):
    Comm on Inst of Higher Ed of the N. Central Assoc of Colleges & Schools, Natl Assn of Sch of Music

14. Nature of subject matter taught (check as many as are appropriate):
    a. ☑ Liberal Arts
    b. ☑ Fine Arts
    c. ☑ Language
    d. ☑ Religious
    e. ☐ Professional Studies
    f. ☐ Vocational or Technical Training
    g. ☐ Flight Training
    h. ☑ Science
    i. ☑ Education
    j. ☑ Business
    k. ☐ Engineering
    l. ☐ Other

15. List the degrees available from the school:
    AA,BA,BS,BSE
    Bach. of Music, Bach. of Music Educ
    Master of Org. Leadership
    Master of Arts in Theol. Studies

16. Check as appropriate and explain further if necessary:
    If the school is engaged in elementary or secondary education, it ☐ does ☐ does not qualify its graduates for acceptance by accredited schools of higher educational level.

    If the school is engaged in higher education, it ☑ does ☐ does not confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits ☑ are ☐ are not transferable to institutions of study which confer such degrees.

    If the school is engaged in vocational or technical education, it ☐ does ☐ does not qualify its graduates for employment.

    ☐ The school is engaged in English language training.

17. Sessions are held as follows: a. ☐ Day only b. ☐ Night only c. ☑ Day and night

18. Requirements for admission:
    Undergraduate: High Sch diploma w/min GPA of 2.0; SAT-I or ACT, w/ACT pref;Recomm; essay; character; religious commitment
    Graduate programs: bachelor's degree from an accredited institution; minimum GPA of 3.0; religious commitment

19. Courses of study and time necessary to complete each:
    Undergraduate: 4 - 5 years
    Graduate: 2 - 3 years

20. Requirements for graduation:
    Undergraduate: GenEd: 34-38 cr; Bible: 30 cr; Major: 36-102 cr; GPA of 2.0 or higher
    Graduate: 36 cr; 3.0 GPA

21. Causes for expulsion:
    Undergraduate: Academic or behavioral suspension
    Graduate: academic

22. Average annual number of:
    a. Classes: 662
    b. Students: 3,070
    c. Teachers or instructors: 208
    d. Non-teaching employees: 360

23. Approximate annual total cost of room, board, tuition, etc., per student : $35,400.00

If the school is approved, THE PETITIONER AGREES:

1. Upon acceptance of any nonimmigrant alien student, to furnish that student a Certificate of Eligibility (Form I-20 A/B for an F-1 student or Form I-20 M/N for an M-1 student).

2. To keep records containing the following specific information and documents relating to each nonimmigrant F-1 or M-1 student to whom the school issues a Form I-20 A/B or I-20 M/N, while the student is attending the school and until the school notifies the Service, in accordance with regulations at 8 CRF 214.3, that the student is no longer pursuing a full course of study. The school must keep a record of having complied with the reporting requirements for at least one year. If a student who is out of status is restored to status, the school the student is attending is responsible for maintaining these records following receipt of notification from the Service that the student has been restored to status. The school must keep and make available to the Service upon request the following information and documents for each nonimmigrant F-1 and/or M-1 student:

    1. The admission number from the student's Form I-20 ID copy.
    2. Country of citizenship.
    3. Address and telephone number in the United States.
    4. Status, i.e. full-time or part-time.
    5. Course load.
    6. Date of commencement of studies.
    7. Degree program and field of study.
    8. Expected date of completion.
    9. Nonimmigrant classification.
    10. Termination date and reason, if known.
    11. The documents which show the scholastic ability and financial status on which the student's admission to the school was based.
    12. Information specified by the Service as necessary to identify the student and to determine the student's immigration status.

3. That in any advertisement, catalog, brochure, literature, or other material produced by or for this school, any statement which may appear concerning approval for admittance by nonimmigrant students must be limited to the following: "This school is authorized under Federal law to enroll nonimmigrant students."

I certify that I am authorized to execute this petition. I understand that unless this institution fully complies with all terms as described on this form, approval may be withdrawn pursuant to 8 CFR 214.4.

Dated at: _____, this _____ day of _____, _____

Signature: _____

Name and Title: _____

(CORPORATE SEAL

OF INSTITUTION)

Designated Official: *(Print or Type)* Last and First Name:	Title:	Signature:	Telephone Number:	Role:
☐ Initial Designation	☐ Replacement for prior designated official			☐ Correction to previous designation

Designated Official: *(Print or Type)* Last and First Name:	Title:	Signature:	Telephone Number:	Role:
☐ Initial Designation	☐ Replacement for prior designated official			☐ Correction to previous designation

Designated Official: *(Print or Type)* Last and First Name:	Title:	Signature:	Telephone Number:	Role:
☐ Initial Designation	☐ Replacement for prior designated official			☐ Correction to previous designation

I, the undersigned president, owner, or head of the school or school system named below certify that the above individuals are designated school officials of the school or school system. Further, I certify that I will be responsible for providing the resources and training necessary for these officials to implement properly the above referenced regulations.

Name *(Print or Type)* Title *(Print or Type)* Signature

Name of School System, School, or Campus (list all schools or campuses and their three-digit suffixes for which the above officials are designated if for more than one school or campus but not for the entire school system).

INS FILE No. if known: SPM214F00237000
Date: 04/14/2010
(If a multi-campus institution or school system use the 3 digit suffix for the main or initial campus.)

Northwestern College
Northwestern College
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Address of School System, School, or Campus:
3003 Snelling Avenue North
Saint Paul, MN 55113-1598

FORM I-20

U.S. Department of Justice
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student Status - For Academic and Language Students (OMB NO. 1653-0038)

Page 1

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

SEVIS

1. Family Name (surname):
First (given) Name: Middle Name:
Country of birth: Date of birth(mo/day/year):
Country of citizenship: Admission number:

For Immigration Official User

Visa issuing post | Date Visa Issued

Reinstated, extension granted to:

Student's Copy
N0007521151

2. School (School district) name:
Northwestern College
Northwestern College

School Official to be notified of student's arrival in U.S.(Name and Title):
Debra Voight
PDSO, International Student Advisor

School address (include zip code):
3003 Snelling Avenue North
Saint Paul, MN 55113-1598

School code (including 3-digit suffix, if any) and approval date:
SPM214F00237000 approved on 12/16/2002

3. This certificate is issued to the student named above for:
Initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
BACHELOR'S

5. The student named above has been accepted for a full course of study at this school, majoring in Music Performance, General. The student is expected to report to the school no later than 08/25/2010 and complete studies not later than 05/16/2014. The normal length of study is 48 months.

6. English proficiency:
This school requires English proficiency.
The student is not yet proficient. English instructions will be given at the school.

7. This school estimates the student's average costs for an academic term of 9 (up to 12) months to be:
a. Tuition and fees $
b. Living expenses $
c. Expenses of dependents (0) $
d. Other (specify): travel expense $
Total $

8. This school has information showing the following as the student's means of support, estimated for an academic term of 9 months (Use the same number of months given in item 7).
a. Student's personal funds $
b. Funds from this school $
Specify type: scholarships and grants
c. Funds from another source $
Specify type: family money
d. On-campus employment $
Total $

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Debra Voight		PDSO, International Student Advisor	08/12/2010	Saint Paul, MN

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student | Signature of Student | Date

Name of parent or guardian | Signature of parent or guardian | Address (city) | (State or Province) | (Country) | (Date)
If student under 18

Form I-20 A-B (Rev. 04-27-88)N

For Official Use Only
Microfilm Index Number

Page 3

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

SEVIS

FAMILYNAME: FIRST NAME:
Primary Major: 50.0903 Music Performance, General
Student Employment Authorization:
Employment Status: Type:
Duration of Employment - From (Date): To (Date):
Employer Name:
Employer Location:

Comments:

Student's Copy
N0007521151

Event History
Event Name: Event Date:

Current Authorizations: Start Date: End Date:

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School:

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Debra Voight		PDSO, International Student Advisor	08/12/2010	Saint Paul, MN
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)

Form I-20 A-B (Rev. 04-27-88)N

Q & A